



WILLIAM T FUJIOKA  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

November 18, 2008

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**DEPARTMENT OF PUBLIC WORKS:  
DR. RICHARD H. RIOUX MEMORIAL PARK  
NEW TENNIS COURTS PROJECT  
UNINCORPORATED STEVENSON RANCH AREA  
ESTABLISH CAPITAL PROJECT  
APPROVE TOTAL PROJECT BUDGET  
ADOPT, ADVERTISE, AND AWARD  
SPECS. 6948; C.P. 69560  
(FIFTH DISTRICT) (3 VOTES)**

**SUBJECT:**

Adopt plans and specifications, advertise for bids, and delegate to the Acting Director of Public Works or his designee authority to award a contract for the construction of new tennis courts at Dr. Richard H. Rioux Memorial Park.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find the proposed project to be categorically exempt under the California Environmental Quality Act.
2. Establish the Dr. Richard H. Rioux Memorial Park Tennis Courts project, Capital Project 69560, at a total project budget of \$700,000, including \$5,000 for the Civic Art fee, and authorize the Acting Director of Public Works or his designee to proceed with the project.

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

*"To Enrich Lives Through Effective And Caring Service"*

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*Intra-County Correspondence Sent Electronically Only*

3. Adopt plans and specifications for the construction of the Dr. Richard H. Rioux Memorial Park Tennis Courts project at an estimated construction contract cost of \$426,000, and instruct the Executive Officer to advertise for bids to be received and opened on December 17, 2008, in accordance with the Instruction Sheet for Publishing Legal Advertisements.
4. Authorize the Acting Director of Public Works or his designee to execute a consultant services agreement with the apparent Lowest Responsive and Responsible Bidder to prepare a baseline construction schedule for a \$2,200 not-to-exceed fee funded by existing project funds and to establish the effective date following your Board's approval.
5. Delegate to the Acting Director of Public Works or his designee the authority to determine, in accordance with the applicable contract and bid specifications, whether the apparent Lowest Responsive and Responsible Bidder has properly and in a timely fashion prepared a satisfactory baseline construction schedule satisfying all the conditions for contract award, and, if the contract cost is within the approved construction budget approved as part of this action, authorize the Acting Director of Public Works or his designee to award and execute the construction contract, in the form previously approved by County Counsel, to the apparent Lowest Responsive and Responsible Bidder and establish the effective date of the contract upon receipt by the Acting Director of Public Works or his designee of acceptable performance and payment bonds and evidence of required contractor insurance.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will establish Capital Project 69560 and authorize bidding for construction and award of a construction contract for two new competition tennis courts and one new practice tennis court at Dr. Richard H. Rioux Memorial Park located at 26233 West Faulkner Drive, Stevenson Ranch, California 91381.

Dr. Richard H. Rioux Memorial Park was dedicated on January 5, 2000. The park currently provides the community with amenities and activities, such as a multi-purpose ball field, walking, jogging, picnicking, scenic view pavilion, and a restroom facility. The proposed project will add two new competition tennis courts and one new practice tennis court, a drinking fountain, and additional concrete walkways leading to the new tennis courts. Design plans have been completed by J.C. Chang & Associates, Inc. We have jurisdictional approval and the project is now ready to be advertised for construction bids. In order to expedite the project and reduce administrative cost, it is recommended that the Acting Director of Public Works be authorized to award the

construction contract following receipt of bids. In the event that the construction cost bid by the apparent Lowest Responsive and Responsible Bidder is above the approved construction budget, then we will return to your Board with the necessary scope and/or funding recommendations to bring the project back within budget.

### **Implementation of Strategic Plan Goals**

The Countywide Strategic Plan directs the provision of Fiscal Responsibility (Goal 4) and Children and Families' Well-Being (Goal 5). This project promotes these goals by providing facilities that are an investment in public infrastructure that will enhance recreational opportunities for County residents.

### **FISCAL IMPACT/FINANCING**

The total project cost, including plans and specifications, jurisdictional review, consultant services, construction, Civic Art 1 percent fee, and County services, is estimated at \$700,000 and is funded by Fifth District Capital Project net County cost. The Civic Art fee of \$5,000 is pursuant of your Board's Civic Art policy, adopted December 7, 2004, requiring 1 percent of design and construction costs to be allocated to the Civic Art Fund. The Civic Art fee transfer will be included in a separate appropriation adjustment to be completed in FY 2008-09.

The Project Schedule and Budget Summary are included in Attachment A.

### **Operating Budget Impact**

Following completion of the project, the Department of Parks and Recreation (Parks and Recreation) will maintain the newly installed tennis courts. Parks and Recreation had anticipated \$3,000 in one-time costs for equipment and \$59,000 in ongoing costs for recreation staff and maintenance supplies, and has received this funding in its FY 2008-09 Final Adopted Budget via its New Facilities Request. Parks and Recreation does not expect any further operating costs beyond those already identified and funded.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The construction contract will be in the form previously approved by County Counsel, and solicited on an open competitive basis and will be in accordance with applicable Federal, State, and County requirements.

The contract contains terms and conditions supporting your Board's ordinances, policies, and programs, including but not limited to: County's Greater Avenues for

Independence and General Relief Opportunities for Work Programs (GAIN/GROW), Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code, Chapter 2.202; and the Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; and the standard Board-directed clauses that provide for contract termination or renegotiation.

Data regarding the contractor's minority participation shall be on file with Public Works. The contractor shall be selected upon final analysis and consideration, without regard to race, creed, gender, or color.

#### **ENVIRONMENTAL DOCUMENTATION**

The proposed project is categorically exempt under the California Environmental Quality Act (CEQA) in accordance with State CEQA Guidelines, Section 15303, Class 3 (c) and (e); and Class 3 (b), (d), and (l) of the County of Los Angeles Environmental Procedures and Guidelines adopted by your Board on November 17, 1987, because the proposed new tennis courts represent a minor alteration of an existing public facility and involves no expansion of recreational use beyond the existing park.

#### **CONTRACTING PROCESS**

Advertising for bids will be in accordance with the County's standard Instruction Sheet for Publishing Legal Advertisements (Attachment B).

As requested by your Board on February 3, 1998, this contract opportunity will be listed on the Doing Business with Us website.

The architectural and engineering firm of J.C. Chang & Associates, Inc., was contracted for this project through a Board approved as-needed contract.

#### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

There will be no impact on current County services or projects, and the park will remain open during project construction.

The Honorable Board of Supervisors  
November 18, 2008  
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**CONCLUSION**

Please return one adopted copy of this letter to the Chief Executive Office (Capital Projects Division), one to Parks and Recreation, and one to Public Works (Project Management Division I).

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:DDE:DL  
JSE:DJT:PB:zu

Attachments (2)

c: County Counsel  
Arts Commission  
Department of Public Social Services (GAIN/GROW Program)  
Department of Public Works  
Office of Affirmative Action Compliance (Ozie Smith)

November 18, 2008

**ATTACHMENT A**

**DEPARTMENT OF PUBLIC WORKS:  
DR. RICHARD H. RIOUX MEMORIAL PARK  
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**I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>
Design	02/2008*
Jurisdictional Approvals	05/2008*
Construction Start	01/2009
Construction Substantial Completion	05/2009

\* Indicates actual dates.

## II. PROJECT BUDGET SUMMARY

Project Activity	Proposed Budget
Land Acquisition	\$ 0
Construction	
Low Bid Construction Contract	\$426,000
Job Order Contract	0
Change Orders	60,000
Departmental Crafts	0
Youth Employment	0
Construction Consultants	0
Misc. Expense	0
Telecomm Equip – Affixed to Building	0
Civic Arts	5,000
Subtotal	\$491,000
Programming/Development	\$ 6,600
Plans and Specifications	\$ 46,500
Consultant Services	
Site Planning	\$ 0
Hazardous Materials	0
Geotech/Soils Report and Soils Testing	15,000
Material Testing	10,000
Cost Estimating	0
Topographic Surveys	0
Construction Management	0
Construction Administration	0
Environmental	6,500
Move Management	0
Equipment Planning	0
Legal	0
Construction/Change Order	0
Other:	0
Subtotal	\$ 31,500
Miscellaneous Expenditures	\$ 7,500
Jurisdictional Review/Plan Check/Permit	\$ 10,000
County Services	
Code Compliance Inspection (Only)	\$ 0
Quality Control Inspection (Including Code Compliance Inspection)	10,000
Design Review	0
Design Services	0
Contract Administration	19,000
Project Management	70,400
Project Management Support Services	500
ISD Job Order Contract Management	0
DPW Job Order Contract Management	0
ISD ITS Communications	0
Project Security	0
Project Technical Support	0
Office of Affirmative Action	4,000
County Counsel	0
Other: (Regional Planning)	3,000
Sheriff Job Order Contract Management	0
Subtotal	\$106,900
<b>TOTAL</b>	<b>\$700,000</b>

November 18, 2008

**ATTACHMENT B**

**DEPARTMENT OF PUBLIC WORKS:  
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**PUBLISHING LEGAL ADVERTISEMENTS:** In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for two weeks in a weekly newspaper or ten times in a daily newspaper. Forward three reprints of this advertisement to Architectural Engineering Division, Department of Public Works, 900 South Fremont Avenue, 8th Floor, Alhambra, California 91803-1331.

**OFFICIAL NOTICE  
INVITING BIDS**

Notice is hereby given that the Director of Public Works will receive sealed bids for furnishing all materials, labor, and equipment required to complete construction for the following work:

<b><u>SD</u></b>	<b><u>SPECS.</u></b>	<b><u>PROJECT</u></b>	<b><u>BID DOC. FEE</u></b>	<b><u>DATE OF BID OPENING</u></b>
5	6948	Dr. Richard H. Rioux Memorial Park New Tennis Courts 26233 West Faulkner Drive Stevenson Ranch, CA 91381	\$50.00	December 17, 2008

Copies of the project manual and drawings may be obtained at the Cashier's office, Department of Public Works, 900 South Fremont Avenue, Mezzanine Floor, Alhambra, California 91803, for the fee stated above. For bid information, please call Matt Jerge at (626) 458-2593. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's office no later than 10:00 a.m. on the date indicated. Bids will be publicly opened, examined, and declared by Public Works at 10:30 a.m. on this date in the Architectural Engineering Division's Conference Room, 8th Floor, 900 South Fremont Avenue, Alhambra, California 91803.

Bids must conform to the drawings and project manual and all bidding requirements. This project requires the prime contractor to possess an A license classification at the time of bid. The contractor should verify to his/her satisfaction that he/she holds the correct license for this type of project.



### **OTHER INSTRUCTIONS**

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts as defined in Section 2000 of the Public Contract Code relating to contracting with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical errors and discrepancies in bids submitted in the public's interest.

Si necesita información en español, por favor llame al Telefono (626) 458-2563.



Upon 72 hours notice, the Department of Public Works can provide program information and publications in alternate formats or make other accommodations for people with disabilities. In addition, program documents are available at the Department of Public Works' main office in Alhambra (900 South Fremont Avenue), which is accessible to individuals with disabilities. To request accommodations ONLY or for more Americans with Disabilities Act (ADA) information, please contact the Department of Public Works' ADA coordinator at (626) 458-4081 or TDD (626) 282-7829, Monday through Thursday, from 7 a.m. to 5:30 p.m.



Con 72 horas de noticia, el Departamento de Obras Publicas puede proveerle información y publicaciones sobre el programa y formatos alternativos o hacer adaptaciones para personas con incapacitados. Además, documentación sobre el programa está disponible en la oficina principal del Departamento de Obras Públicas localizada en Alhambra (900 South Fremont Avenue), la cual es accesible para personas con incapacidades. Solamente si necesita solicitar adaptaciones o para mas información del ADA, póngase en contacto con nuestro Coordinador del ADA al (626) 458-4081 o TDD (626) 282-7829, de lunes a jueves de las 7 a.m. a 5:30 p.m.

By order of the Board of Supervisors of the County of Los Angeles, State of California, dated November 18, 2008.

Specs. 6948

SACHI A. HAMAI, EXECUTIVE OFFICER  
OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF LOS ANGELES

